



PROJECT NAME

PROPERTY RULES

As an attachment to the Lease Agreement, these house rules outline certain procedures and policies for this development. Tenants agree to follow these rules as set forth.

I/WE AGREE TO:

1. Use the common areas in accordance with hours posted on the bulletin board and in accordance with any Resident Handbook (if one is provided). Private functions in community lounges or dining room will need prior manager approval. Laundromats and office hours will also be posted.
2. Follow the pet rules for this project [Place an "X" on the underline to indicate Which pet rules are appropriate]. The pet rules are as follows:

 No Pets Unless they are Service Animals in Accordance with Paragraph 4 of the Lease. I/We agree to house no pets at this property (unless a service animal is allowed under paragraph 4 of the Lease Agreement). No visiting pets are allowed on the premises.

- OR -

 This Project or a Specially Designated Portion of it are Elderly Housing and Pets are Allowed in the Elderly Housing Units. Pets are Allowed in Units Designated as Elderly Units. An additional pet security deposit must be paid in accordance with paragraph 11 of the Lease Agreement. Any pet may be required removed from the project if its conduct is a nuisance or a threat to the health or safety of the project community. **Permission to have a pet must be secured from _____ prior to Tenant bringing a pet onto the premises or the accompanying grounds.** Any pets housed without management authorization will be considered a violation of house rules and Tenant's lease, and could lead to serious consequences, including termination of Tenant's lease. Pet policy covers the housing of domestic pets. Visiting pets are not allowed. Further pet rules are as follows:

- a. Residents may house caged birds and small aquariums with fish, turtles or hamsters.
- b. Dogs and cats are allowed under the following conditions:
 - 1) The weight of the full grown animal must be 30 pounds or Below
 - 2) Residents may have only one pet per household unless Owner/Management permission is received for more than one pet.
 - 3) Animals must be house trained, in good health with proof of all required immunizations, including rabies (as evidenced by a veterinarian's certificate), be neutered/spayed and licensed.
 - 4) A pet security deposit will be required in the amount equal to one month of tenant's rental contribution or \$200, whichever is less. The pet security deposit is above and beyond the Tenant's regular security deposit. Once the resident has moved or the pet is removed while the resident still occupies an apartment, a refund will be treated in the same manner as a security deposit under the Lease Agreement. The special pet deposit will be applied to any costs for fumigation, cleaning/deodorizing, de-fleaing, emergency boarding, staff costs, etc.
 - 5) Tenant is totally responsible for care and cleanliness of Tenant's pet on the premises and accompanying grounds. When outside the unit, animals must be leashed and may not be left unattended. Dogs may not run loose outdoors. Resident is responsible for disposal of kitty litter and "pooper scooping" outdoor waste. An area will be designated for animal exercise on the grounds of the project.
 - 6) Tenant must provide management with a signed agreement naming other individual or entity to care for the pet on a temporary or permanent basis if the resident is no longer able to do so. Resident must agree to permit management to implement this agreement if the pet is improperly cared for, shows signs of abuse, or causes damage to the premises or presents a danger to others.
 - 7) Tenant acknowledges that Owner/Management is not responsible for any injury or illness to the pet.
 - 8) Should another resident or staff member consider the pet to be a nuisance (making noise for substantial lengths of time or at hours so as to disturb the peace and quiet or menace others) to the project, other residents, or other animals, he/she may file a complaint with management or law enforcement officers. The complaint will then be

discussed with the pet owner and may lead to management revoking approval for housing the pet, should allegations prove true.

9) Should residents complain of allergies to pets, no pets will be allowed in the elevators or lounges. Pets may only be in common areas with the owner and may not be allowed on furniture.

10) Tenant agrees that with written notice, these rules may be amended as Owner/Management deems needed.

3. Park all vehicles in accordance with parking procedures as set forth in the handbook. No vehicles may be parked on the premises that are not in service or will not be used (i.e. cars left unused for winter months). No vehicles may have repairs or maintenance performed by tenants on the property (i.e. oil changes, etc.). No junk cars or inoperable vehicles may be parked on the site. No recreational vehicles (i.e. ATVs, minibikes, etc.) may be ridden on the property. All vehicles with kickstands kept in the parking area will use kickstand bases. All vehicles will be moved in accordance with snow season procedures posted each year.
4. Dispose of trash in tied plastic bags and leave trash in the trash room. Should pick-up days be designated in the handbook, tenants will follow those procedures.
5. Authorize Management to obtain utility information and to sign the Permission Form that is an attachment to the Lease.
6. Install no additional locks to the unit doors without prior Management approval. Upon vacating the unit all keys issued along with any copies made shall be turned in. In the event keys are lost, tenant will be charged total cost for replacement. In the event of a lock-out, tenant will be charged all costs incurred to Management for sending staff.
7. Be responsible for the conduct of all members of household, visitors and guests; and to follow all regulations regarding visitation, absence from the unit and adding persons to the household as stated in the Lease Agreement.
8. Written revisions of these rules with prior notice by Management in accordance with program regulations. Resident Handbooks (if provided) regarding procedures, emergency contacts, etc., may be revised as needed with updated handbooks issued by Management. Policy memos will always be issued in writing to tenants and posted on the community bulletin board.

I/WE HAVE READ THESE RULES, ACKNOWLEDGE THAT THESE RULES MUST BE FOLLOWED, AND AGREE TO FOLLOW THESE RULES.

Tenant _____

Date _____

Co-Tenant _____

Date _____

SECTION 504 CHECKLIST

SELF EVALUATION

Project _____ Location _____

Inspector _____ Date _____

I. Administrative

A. Describe staff instruction regarding 504 requirements.

B. Describe instruction to outside contractors regarding non-discrimination and 504.

B. Describe marketing to handicapped persons.

D. Is TDD available? _____ Braille features? _____

II. Physical Inspection

List any deficient areas on the property:

A. Primary Entrance to Building Handicapped Useable? _____

B. Parking Spaces for Handicapped Available and Clearly Marked? _____

C. Ramps to Driveway, Parking Lot or Street? _____

D. Railings Available on any Sharp Grades? _____

E. Trash Area Useable by Handicapped Person? _____

F. Doorway to Community Center or Main Building Wide Enough? _____

- G. Elevator Door Closure Slow Enough? _____
- H. Water Fountain at Level for Mobility Impaired with up-front spout and control? _____
- I. One Row of Mailboxes at Level for Accessibility? _____
- J. Light Switches, Climate Control, Thermostats Useable? _____
- K. Signs Posted in Braille? _____
- L. Flashing Red Light Alarm System for Hearing Impaired? _____
- M. Public Bathroom Accessible and Useable? _____
- N. Office Accessible? _____
- O. Laundromat Accessible? _____
- P. Community Room and Kitchen Accessible? _____
- Q. Non-Skid or Slip Flooring in Common Area? _____
- R. Thick Carpet in Common Area? _____
- S. Handicapped Adapted Units on Property? _____ =5% _____
- T. Other: _____

III. What method has been used to communicate rights to tenants and applicants?

IV. What Agencies or Individuals have been included in this process?

V. Create a transition plan to correct all above deficiencies inclusive of time frame, costs and bids for completion of work.